

9 & 10. Responsible Financial Officer reports

9. Budget Update – Budget monitoring report to 29 February 2020

A report is presented for all committees. An on target spend should be at 91.7%.

Usual March 2020 accounts recording is almost complete. We will then move on to the end of financial year processes with the new software, where we are likely to need some support from Rialtas. There are also going to be some difficulties posed to the RFO and account's clerk working together on this while maintaining social distancing as the accounts system cannot be accessed remotely.

Fortunately, there have been extensions to the usual audit timetable. By 1 September 2020 we must have:

- The internal audit report completed and signed
- The annual governance and accounting statements approved and signed
- Set the period for the exercise of public rights
- Submitted the above and other documentation required to the external auditor
- Published the annual governance and accounting statements, the notice of the period of exercise of public rights and a declaration that accounting statements are as yet unaudited.

All payment of invoices is being undertaken on the days the accounts clerk is working in the office in the usual way after approval on the schedule of payments or under delegated decision.

We are in the process of setting up the new bacs payment system, which will require two councillors to sign in using security devices and authorise payments before they can be released. The town clerk, accounts clerk and RFO have a training session booked on 30 April, and we will then be contacting those councillors who will be involved to set them up. The existing system can continue to be used until this is fully operational.

Recommendation: To note and accept the budget report

10. Schedule of Payments - to receive and approve the schedule of payments.

Recommendation: To approve the schedule of payments